



Rio Arriba County Detention Center (RACDC) POLICY 081: CLEANING SUPPLIES

The Rio Arriba county detention facility shall keep a supply of cleaning supplies, materials and equipment necessary to sustain daily housekeeping practices.

Procedure:

1. The Head Trustee shall keep an inventory of all cleaning supplies and report to the maintenance man when the need for new supplies is needed.
2. The maintenance man shall make a requisition and get approval from the Chief of Security.
3. The maintenance man shall sign for all cleaning supplies received at the facility and shall be responsible for the inventory form.

Storage of Cleaning Supplies

1. All cleaning supplies shall be stored in the storage building supplied by the County.
2. The storage facility shall be kept locked at all times.
3. The Chief of Security shall keep a file of all data sheets required by OSHA regulations.

Issuing Cleaning Supplies

1. Necessary cleaning supplies shall be issued daily by the maintenance man to the head trustee.
2. All cleaning equipment shall be checked in with the Housing Unit control officers before allowed into the pods.
3. The Housing Unit control officer shall log in all equipment and shall assure that it all comes out when not in use.
4. The cooks are allowed to have a small supply of cleaning supplies and equipment to maintain the kitchen in a sanitary condition.
5. All cleaning material in the kitchen shall be kept separate from food items.



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6. Detention officers and cooks are responsible to get all cleaning materials and equipment returned to the janitorial closets when not in use.
7. Flammable and toxic materials will only use when absolutely necessary.
8. Detention officers and cooks shall ensure that all storage closets are locked at all times.